

**SUBJECT: APPROVAL OF 2024 COLORADO STATE FOREST SERVICE
WILDFIRE MITIGATION OUTREACH GRANT APPLICATION**

DATE: MARCH 5, 2024

PRESENTED BY: KIANA FREEMAN, RECOVERY & RESILIENCE MANAGER

SUMMARY:

As a major part of the Marshall Fire recovery and creating a resilient community to wildfires, the Recovery & Resilience Division is seeking support to apply for a wildfire mitigation outreach grant program.

In order for the resilience towards any threat or hazards to be effective, it is critical for the whole community to engage in mitigation efforts. A common challenge for those who work in the disaster management field is engaging with the whole community to care about preparedness and mitigation. Through this challenge, the Recovery and Resilience division has an opportunity to apply for a grant which explicitly targets wildfire mitigation outreach efforts. Being awarded this grant would allow the division to begin building a strong whole community mitigation program and continue to bring awareness to wildfire mitigation.

The projects from this grant would consist of various forms of materials created internally utilizing subject matter experts. The purpose of these materials is to consolidate wildfire mitigation recommendations into a central place. These documentations would be translated into multiple languages and published on various platforms to ensure the information is being communicated to the whole community of Louisville. Additionally, the award of this grant would allow the division to host multiple community engagement events to create an opportunity for the community to meet with experts in the field and being their plan for private property mitigation.

The grant would cover up to three years of outreach (March 2024 – March 2027). Louisville would be applying for a total project of \$37,400. The grant is 90% funded by CSFS with a 10% local match. This would result in the City's responsibility to cover a total of \$3,400 over the grant period. At this time, the match would be eligible to be covered by another grant that has been awarded to the Recovery & Resilience division.

FISCAL IMPACT

This grant application was not included in the 2024 budget and requires an amendment for the total cost of \$37,400.

RECOMMENDATION:

Staff recommends approval of the Colorado State Forest Service Wildfire Mitigation Outreach Grant application.

SUBJECT: WILDFIRE MITIGATION OUTREACH GRANT PROGRAM APPLICATION**DATE: MARCH 5, 2023****PAGE 2 OF 3****ATTACHMENT(S):**

1. CSFS Wildfire Outreach Grant Application

STRATEGIC PLAN IMPACT:

☒	 Financial Stewardship & Asset Management	☐	 Reliable Core Services
☐	 Vibrant Economic Climate	☐	 Quality Programs & Amenities
☒	 Engaged Community	☐	 Healthy Workforce
☐	 Supportive Technology	☐	 Collaborative Regional Partner



2024 Application Wildfire Mitigation Outreach Grant Program

Established by HB 22-1007

Application Instructions

The application is in PDF format. Applicants should use Adobe Acrobat or the free Adobe Reader software to download and edit the application for the most reliable results. All blocks are fill-in enabled and character locked. Applicants should write clearly in complete sentences and provide as much detail as needed for reviewers to understand all aspects of proposed projects in the allotted character space. Characters include letters, numbers, spaces and punctuation.

Note: Additional support materials beyond the allowable material outlined in this application will not be considered.

A. Applicant Information

To receive Wildfire Mitigation Outreach Grant Program funds, the applicant or fiscal agent must be registered with the IRS and have a tax identification number. Fiscal agents often take responsibility for financial or other types of transactions for another entity. If the applicant organization will not be the direct fiscal agent for contracting purposes, list the name of the desired fiscal agent. For the purposes of this grant application and the resulting grant agreement, a fiscal agent is a separate entity that agrees to assure that a project will use awarded grant funds to accomplish the ends described in the grant application and the resulting grant agreement. *Note: The fiscal agent must remain unchanged during the full period of the grant.*

Name of Project:	Louisville Wildfire Mitigation Outreach Program
Applicant/Fiscal Agent:	City of Louisville
Type of Organization:	Local Government
Contact Person/Title:	Kiana Freeman - Recovery & Resilience Manager
Mailing Address:	749 Main Street
City/State/Zip Code:	Louisville, CO 80027
County:	Boulder
Phone:	720.990.3369
Email:	kfreeman@louisvilleco.gov

B. Eligibility

House Bill 22-007 states that recipients of grant funds must adhere to the following requirements:

- Be an agency of local government including, but not limited to, a county, municipality, special district, a Tribal agency or program, or a nonprofit organization.
- Conduct outreach on wildfire mitigation in high wildfire hazard areas.

This section includes a checklist of **required** elements for each application to meet the legislative mandates and Colorado State Forest Service (CSFS) requirements. If the application does not include **all** of the items below (i.e., any items checked "No"), the application will be considered ineligible. See page 2 for instructions on using the Colorado Forest Atlas to generate the required map and determine the wildfire hazard risk of the project area.

Are you applying on behalf of a local government entity or registered nonprofit organization, as described above? ☒ Yes ☐ No
Did you attach the required 1-page map showing the project area IN the Colorado Forest Atlas with the Wildland Urban Interface (WUI) Risk layer visible? ☒ Yes ☐ No
Is the information in this application accurate to the best of your knowledge and do you agree to contracting requirements, including reporting requirements, as outlined in the Request for Applications? ☒ Yes ☐ No

Project Area Map

Use the Colorado Forest Atlas to produce a map of the project area with the required Wildland Urban Interface (WUI) Risk layer visible. If the project is an event or otherwise based in a particular location, indicate the area or location on the map. If the project is meant to serve a broader base of residents across your service area, indicate your service area on the map, showing the locations that are at higher risk of wildfire using the WUI Risk layer. Explain how your project will reach the residents living in these high wildfire hazard locations in section G. *Project Area Description and Impact* of this application.

Wildland Urban Interface (WUI) Risk layer

The WUI Risk layer is a rating of the potential impact of a wildfire on people and their homes. The key input, WUI, reflects housing density consistent with Federal Register National standards. The location of people living in the WUI and rural areas is essential for defining potential wildfire impacts to people and homes.

How to create required project map with the Wildland Urban Interface Risk layer visible

The Wildfire Risk Reduction Planner app requires users to [create a Colorado Forest Atlas account](#), free of charge, before they can access the app. Account requests are usually approved within 1 day of submitting the request.

1. Launch the [Wildfire Risk Reduction Planner application](#).
2. Navigate to the Analyze Project Areas section in the menu on the left and click the **“Manage Project Areas”** button. A “Manage Project Areas” menu box will open.
3. Click the **“+”** button in the bottom right corner of the “Manage Project Areas” menu to create a new project area. The project area can be created by using the “Draw Shape” tool (point or polygon) or you can upload an existing shapefile or KML of the project area if you have one. Shapefiles must be in a compressed zip folder (.zip) and projected in *NAD 1983 UTM Zone 13N* coordinate reference system. **Note:** When uploading a shapefile, you must press the “Select” button and then click on your shapefile in the map (it should turn green when selected) and click “Finish”.
4. After you’ve created the project area, select the project area within the “Manage Project Areas” box to activate this project area.
5. Expand the Explore Map Themes, select the Wildfire Effects Theme and turn on the required **Wildland-Urban Interface Risk** layer and any relevant layers, such as Ownership or County Boundaries.
6. Scroll down on the left-hand side of the page to the **“Print Map”** function and click on “Print Map.” Click the check mark inside a circle on the map to indicate the area surrounded by the dashed rectangle is the area that should be printed, and then click **“Print.”**
7. The application may run a few minutes while creating a map. Attach the map to the application.

If further assistance is needed, reference the [user manual](#) on the *Colorado Forest Atlas* support page or contact us using the form on the [Colorado Forest Atlas Contact page](#).

C. Project Summary

Provide a brief narrative summarizing the overall project.

All information for the project must fit into the allotted 500-character space. Characters include letters, numbers, spaces and punctuation.

The City of Louisville was impacted by the largest wildfire in Colorado history, Marshall Fire. The Recovery & Resilience division is in the process of increasing the education and awareness around wildfire safety and mitigation through educational materials and events to property owners and community members about mitigation practices that community members can take to lessen the risk of fires in Louisville. Increasing resilience and wildfire awareness is a high priority for the City.

D. Matching Contributions

DO NOT show grant-requested funds in this table. This is for matching share only. All matching funds must be clearly quantified and justified in section F. Budget Narrative of the grant application.

Contributors: Specify the name of each match contributor and the dollar amount of each contribution.

Cash Match: Cash match is defined as direct funds made available to the project applicant (or their fiscal agent) for use in achieving work through the proposed project. This may include cash on hand, commitments from lending institutions or contributions from partners.

In-kind Match: In-kind match includes donated supplies, equipment, staff time or volunteer time/sweat equity directly related to the project. Donated time will be accounted for using current volunteer labor rates (\$34.36/hour for 2024).

All applicants must contribute matching funds in an amount of at least 10% of the total project cost. For example, if the total project budget is \$100,000, the minimum match would be \$10,000 and the grant funding request would be \$90,000.

Contributors: (Please specify)	Louisville				TOTAL
Cash Match: (Dollars)	\$ 3,400.0				\$ 3,400.00
In-kind Match: (Hourly rate can't exceed \$34.36)					\$ 0.00
Total:	\$ 3,400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,400.00

E. Total Project Budget

This section should reflect the entire project budget. The Grant Share column should reflect the state grant funds requested in this application. The Match columns should carry over information from section D. Matching Contributions. Please ensure that total budget numbers are calculated correctly and the match percent is no less than 10%. All expenses should be described in detail in section F. Budget Narrative.

Personnel/Labor: Includes expenses directed toward staff time or labor (valued at actual salary amount)

- Grant administration activities such as compiling paperwork for reimbursements and reports can't be included as part of the grant share but are considered a cash match.
- Sweat equity (such as homeowner or volunteer labor) can't be included as part of the grant share or cash match but is considered an in-kind match at the volunteer hourly rate of \$34.36.

Supplies/Materials: Includes expenses for supplies or materials used to complete project activities

Contractual Services: Includes expenses that will be contracted out to a third party

Indirect Costs: Includes a wide variety of items not specifically broken out in the budget known as facilities and administrative costs, such as costs for utilities, telephone, copying, accounts payable, payroll, purchasing agent's time and routine administrative services. Indirect costs paid by the grant may not exceed 10% of the grant total. Additional indirect costs (beyond 10%) may be used as cash match but must be documented with an established rate.

Total Project Budget All budget line items must be described in section F. Budget Narrative	Grant Share (\$ Amount requested)	Match (Carry over from Section D.)		TOTAL
		Dollars	In-Kind	
Personnel/Labor:	\$ 11,000.00	\$ 3,400.00		\$ 14,400.00
Supplies/Materials:	\$ 20,000.00			\$ 20,000.00
Contractual Services:				\$ 0.00
Indirect Costs:	\$ 3,000.00			\$ 3,000.00
TOTAL PROJECT BUDGET	\$ 34,000.00	\$ 3,400.00	\$ 0.00	\$ 37,400.00
		\$ 3,400.00		

F. Budget Narrative

Describe in detail each budget line item listed in sections D. *Matching Contributions* and E. *Total Project Budget*. Clearly explain how specific project costs were estimated. Explain per-hour labor rates, and value staff time at their actual salary amount (not billable rate). Describe the role of each entity involved in project implementation, the known terms of contracts associated with the project, and the nature of in-kind contributions.

All information for the project must fit into the allotted 1,500-character space. **Characters include letters, numbers, spaces and punctuation.**

The following costs were based on estimates provided by various partners and staff to calculate the budget. No contracts have been signed or scoped. The estimated costs for materials were based on estimates provided from printing organizations and knowledge of staff time and salary rates.

Printing Materials & Supplies

1100 (per 11,000) x 3 years = \$3300 (tri-fold)

1100 (per 11,000) x 3 years = \$3300 (flat)

= 6600 x 2 types of content = \$13,200

Event Materials/Materials = \$6,800 put towards 3-5 events in the cycle

Total Supplies = 20000

Staff & Labor

100 hours x 3 (years) * 35.16 (salary rate) = 10,548

Additional Staff Time = 452

Additional indirect costs = \$3,000

Project Total (without grant match) = \$34,000.00

G. Project Area Description and Impact

Provide a detailed description of the project area and the anticipated impact. Be sure to include the following items in the description:

1. Project area, including communities, population, number of homes and structures, and other values at risk
2. How the project will reach residents in high wildfire hazard areas
3. The need for outreach in the project area
4. Impact of project on area residents
5. How project will support future wildfire risk reduction efforts
6. Any current/previously failed outreach efforts in project area
7. Known existing challenges (landowner buy-in or lack of awareness) and plans to address them
8. Coordination with other groups or organizations, including partner contributions

Additional risk maps, such as a Community Wildfire Preparedness Plan map or other Forest Action Plan theme maps, may be used to support the risk factor detailed in this narrative.

All information for the project must fit into the allotted 2,000-character space. **Characters include letters, numbers, spaces and punctuation.**

The largest wildfire in Colorado history occurred in the Town of Superior, City of Louisville, and unincorporated Boulder County on December 31, 2021. The Marshall Fire caused 549 single family homes and multi-family units to be completely lost. The fire destruction caused not only complete losses but also smoke and ash damage to properties. Over two years later, the City of Louisville is still recovering from this devastating disaster. Following the Marshall Fire and global pandemic, the City of Louisville identified the need to create a Recovery & Resilience division to support the dedication the City has to increasing resilience to future disasters. This division provides services to the whole Louisville population of approximately 21,000 of all ages and demographics.

The Recovery & Resilience division for the City of Louisville is in the process of increasing the education and awareness around wildfire safety and mitigation. Louisville has approximately 2,000 acres of open lands and is consistently working on wildfire mitigation efforts to decrease the risk of wildfire on open space. While open space efforts are critical, wildfire mitigation is a community effort. It is imperative for Louisville to incorporate private properties to implement mitigation efforts in their own community.

Therefore, the Recovery & Resilience division is working to implement education and awareness to property owners and community members about mitigation practices that community members can take to lessen the risk of fires in Louisville. The need for education and awareness around wildfire mitigation resulted from the Wildfire Risk Assessment that the City conducted in 2023. This project is aimed to reach private property owners in Louisville, especially those who are located alongside open space. Raising awareness around wildfire mitigation to community members who were not impacted by Marshall Fire will increase the overall resilience to this risk.

H. Project Details

Describe in detail how the proposed project will strategically use grant funds to conduct effective outreach among landowners located in high wildfire hazard areas, to effectively inform them of resources available and best practices for wildfire mitigation. Be sure to include the following details:

1. Specific objectives of the project
2. Intended audience(s)
3. Communication tools and tactics (i.e., video, events, direct mail)
4. Key messages and how they align with the [Home Ignition Zone guide](#)
5. How you'll measure/evaluate success of the project (i.e., number of landowners reached, number of events, online analytics)

If the project is part of an existing outreach program or activity, describe how the existing initiatives have been successful and how awarded funds will increase success in the future.

Successful applicants may be required to submit a more detailed project scope of work prior to a grant award from the [Colorado State Forest Service](#).

All information for the project must fit into the allotted 2,500-character space. **Characters include letters, numbers, spaces and punctuation.**

The Recovery & Resilience division is looking to create multiple language documentation and education materials to increase the awareness around wildfire risk and mitigation initiatives that homeowners can implement. The intended audience is private properties which include homeowners and businesses within Louisville. The division plans to create the documentation in-house and will use the expertise of the Mitigation Coordinator and experts in the field to create effective communication and documentation about wildfire mitigation. Documentation and communication may include flyers, mailers, website content, and mitigation events. With a dedicated Mitigation Coordinator in-house, under the division of Recovery & Resilience, there is a direct source for community members to engage with the City on increasing resilience in a whole community approach.

The wildfire outreach project that Louisville is working to implement greatly aligns with the recommendations and guidance from the Home Ignition Zone guide created by The Colorado State Forest Service as well as the Wildfire Risk Assessment outcomes that the City conducted in 2023. It is important to ensure that recommendations are actionable and have resources for the community to utilize in order to increase the resilience. That is one of the main goals of an outreach project for the City.

A common question in this field is "how do we know our work is effective?" Louisville is very data driven and it is important to the Division to track how many homeowners are engaging with the materials created. Therefore, the Recovery & Resilience division plans to track the following data points for this project:

- How many events are hosted and attended
- How many visitors are visiting website content
- How many homes and businesses have implemented a mitigation effort recommended by the City

The City is still recovering from the devastation of Marshall Fire and as a small municipality, there is limited funding for capacity and physical materials to be created to support these efforts. Therefore, this grant would greatly support these mitigation initiatives by providing funding directly supporting these important efforts.

I. Timeline

Provide a timeline for the project including beginning and end dates as well as project milestones with specific targets for completion. **All projects funded in this cycle should be completed by March 29, 2027.**

All information for the project must fit into the allotted 1,000-character space. **Characters include letters, numbers, spaces and punctuation.**

The City of Louisville is looking to use these mitigation funds over the course of three years. The requested funding for this project would start in June 2024 and run through March 2027. When the grant for this project ends in 2027, the Recovery & Resilience division is hoping to use this funding to set up a strong engagement outreach program that would then extend past 2027. Milestones include:

Creation of materials - This milestone will require great partnership (internal and external) with many divisions and experts in the field to create useable resources and documentations custom for Louisville.

Wildfire mitigation information event (1 each year) - It is important for the community to have an event where they can engage with various information, partners and resources while they are on their path to wildfire resilience.

WILDFIRE MITIGATION OUTREACH GRANT SCORING GUIDE

Final Score: / 50

1. Budget (Sections D, E & F)

Score: /15 pts

Review both the budget breakdown and the accompanying narrative. Do costs seem reasonable and/or justified for the proposed work? Are the budget line items clearly described?

2. Project Area Description and Impact (Sections G)

Score: /15 pts

How well is the project area defined? How well does the project reach and impact residents in high wildfire hazard areas. How well does the project serve as a catalyst for future wildfire risk reduction efforts in this area? How well is the project coordinated with efforts of other groups, organizations and partners in this area?

3. Project Details (Section H)

Score: /15 pts

Does the project have well-defined objectives and audience(s)? How well does the project add to or complement existing programs and projects for wildfire mitigation outreach? Will this project align with guidelines in the Home Ignition Zone guide and how will it do so? How well will the project's impact be measured and evaluated?

4. Timeline (Section I)

Score: /5 pts

Is the timeline organized with clearly defined beginning and end dates, project milestones and specific targets completed at specific times? Does the proposed timeline seem achievable?



Colorado Risk Reduction Planner

<https://co-pro.coloradoforestatlas.org>

City of Louisville Wildland Urban Interface Risk

A measure of the potential impact on people and their homes from wildfire in the City of Louisville.

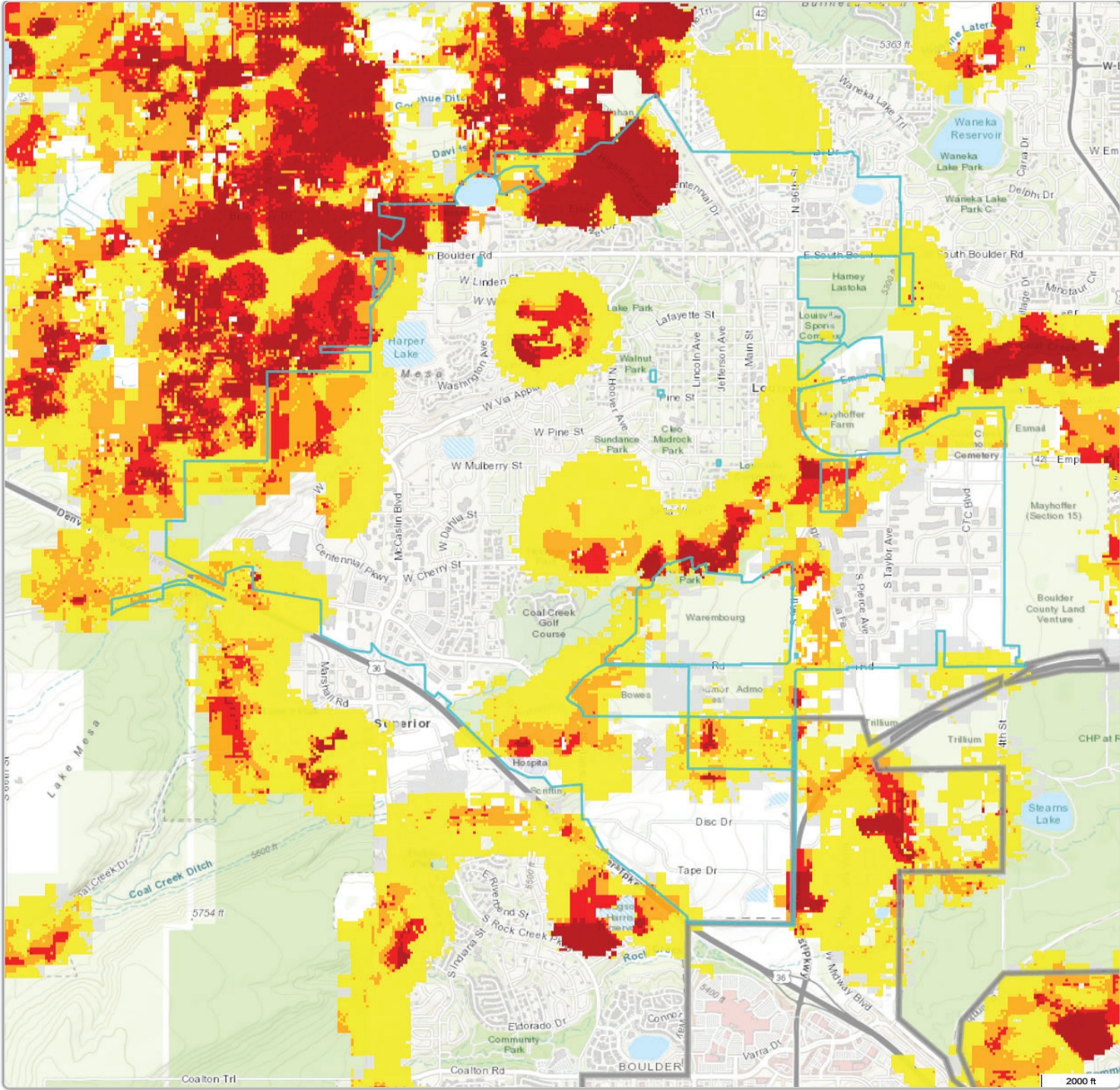
Created on:
2/8/2024, 9:33 AM

Disclaimer

The user assumes the entire risk related to their use of the Colorado Wildfire Risk Public Viewer and either the published or derived products from these data.

The Colorado State Forest Service is providing these data "as is" and disclaims any and all warranties, whether expressed or implied, including (without limitation) any implied warranties of merchantability or fitness for a particular purpose.

In no event will Colorado State Forest Service be liable to you or to any third party for any direct, indirect, incidental, consequential, special or exemplary damages or lost profit resulting from any use or misuse of these data.





Legend

<https://co-pro.coloradoforestatlas.org>

Wildland Urban Interface Risk

-  Lowest Risk
-  Low Risk
-  Moderate Risk
-  High Risk
-  Highest Risk

Counties





Community Planning & Permitting

Courthouse Annex • 2045 13th Street • Boulder, Colorado 80302
Mailing Address: P.O. Box 471 • Boulder, Colorado 80306
303-441-3930 • www.BoulderCounty.gov

February 21, 2024

Colorado State Forest Service
CSFS_WMO_Grant@colostate.edu

To Whom It May Concern:

We are writing to convey our strong endorsement and support for the “Wildfire Mitigation Outreach Grant Program submitted by the City of Louisville. This grant provides funding for the implementation innovative and inclusive outreach education materials for wildfire mitigation which is critical for ensuring the safety of City Louisville residents. This program will ensure that the City of Louisville can fully and comprehensively create and distribute outreach materials to community members on in a shorter timeframe and on a broader scale.

The City of Louisville’s creation of the new Recovery and Resilience division plays a major role in the resilience of our community. After experiencing the costliest wildfire in Colorado history in 2021 (FEMA 4634-DR-CO, December 31, 2021), enhancing the awareness and resilience of our communities resonates deeply with our mission. A resilient community towards wildfires is essential not only for day-to-day preparedness but also for effective response and recovery. The project plan that the City of Louisville has for creating a wildfire mitigation outreach program reflects proactive and forward thinking strategies.

I want to thank you in advance for your consideration of this excellent application. Should you require any additional information or wish to discuss our endorsement further, please do not hesitate to contact me.

Sincerely,

Jim Webster